

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 1999 - JUNE 30, 2000**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: CAO Office of Trade & Business Development

Division/Unit: Land Use and Environment Group (LUEG)

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEER (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	<u>16</u>	Hours	<u>934.75</u>	x	\$14.83	=	<u>\$13,862.34</u>
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Types of work performed by GENERAL VOLUNTEERS in this category: Updating and maintaining database, phones, faxing, copying and internet research.

- b. INSTITUTIONAL VOLUNTEER (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	<u>0</u>	Hours	<u>0</u>	x	\$ 14.83	=	<u>0</u>
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

N/A

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity. These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

<u>Position</u>	<u>Hours</u>	x	<u>VCL</u>	=	<u>Dollar Benefit</u>
<u>N/A</u>	<u>0</u>	x	<u>0</u>	=	<u>\$ 0</u>

No. Vol	<u>0</u>	Total Hours	<u>0</u>	Total Value	<u>\$ 0</u>
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Types of work performed by SPECIALIZED VOLUNTEERS in this category: _____

N/A

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a:	<u>16</u>	<u>934.75</u>	<u>\$ 13,862.34</u>
2b:	<u>0</u>	<u>0</u>	<u>\$ 0</u>
2c:	<u>0</u>	<u>0</u>	<u>\$ 0</u>
TOTALS:			
	<u>16</u>	<u>934.75</u>	<u>\$ 13,862.34</u>

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
<u>none</u>	<u>\$ 0</u>	<u>none</u>	<u>\$ 0</u>
<u> </u>	<u>\$</u>	<u> </u>	<u>\$</u>

TOTAL VALUE \$ 0

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 156 x Rate \$ 14.07 = \$ 2,194.92

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 260 x Rate \$ 14.07 = \$ 3,658.20

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

Item	Cost
---	0
---	0
---	0

TOTAL OF OTHER PROGRAM COSTS

=

\$ 0

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 5,853.12

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 13,862.34

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 0

ADD a + b \$ 13,862.34

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 5,853.12)

TOTAL PROGRAM BENEFIT \$ 8,009.22

6. **RECRUITING:**

Please describe your recruiting programs:

Trade & Business Development recruits by mail. Every 2-3 months letters are sent to

Colleges, universities and high schools pertaining to the opportunities we have available.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

The interns accomplished: the Maquiladora Project, uniting San Diego suppliers with

Tijuana businesses; and creating a database that is updated with available land and office

space around San Diego County.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2000-01:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

OTBD will participate in the Annual Volunteer Recognition Event. This FY 99-00, we
exceeded our goal of hiring 5 interns by 3. The goal for FY 00-01 is to hire 6 interns.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Tracy S. Andreacola

Phone Number: 858-495-5494 Mail Stop O-227 E-Mail tschanch

Volunteer Coordinator: Tracy S. Andreacola

Phone Number: 858-495-5494 Mail Stop O-227 E-Mail tschanch

10. **DEPARTMENT CERTIFICATION:**



Cindy Gompper-Graves
DEPARTMENT HEAD SIGNATURE

7-17-00
DATE